

TRAINING ON CHANGES TO PRESCHOOL REGULATIONS

Handout # 2: Applies to Preschools

Required Background Checks

Director and Teachers: (391 NAC 5-006.10)

- If hired on or before May 19, 2013, the following documents need to be in Director, Teachers, and other staff employee records:
 - Name, address, telephone number, Social Security Number,
 - Date of employment and termination , if no longer employed
 - “Report of Law Enforcement Contact” or “Felony/Misdemeanor Statement”
 - Proof Child Abuse and Neglect Central Registry and Adult Protective Services Central Registry Check conducted “prior to hire” with no adverse findings
 - Health Information Report
 - Documentation Director or Teacher has met qualifications for the position
 - Documentation of In-Service Training for past year
- If hired on or after May 20, 2013, these additional documents need to be in Director and Teachers’ employee records:
 - Criminal history record check
 - Proof Nebraska State Patrol Sex Offender Registry Check was completed and individual is not listed on Registry
 - Documentation that individual has read and understands the Preschool regulations
 - Documentation that individual has completed Preschool’s Orientation Training

Uncompensated Parent Helpers and Volunteers

Uncompensated Parent Helpers: (391 NAC 5-006.06)

- May be counted in the staff-to-child ratio;
- Must be supervised by the director or a teacher; and
- Must not be left alone with any children other than their own.

Volunteers: (391 NAC 5-006.06)

- Do not count in the staff-to-child ratio;
- Must be supervised by the director or a teacher;
- Must not be left alone with any children other than their own.

Records (391 NAC 5-006.10C)

- Records for Uncompensated Parent Helpers and Volunteers must contain:
 - Name; address, telephone number and start date;
 - Documentation of Nebraska registry checks with no adverse findings;
 - ❖ Nebraska Child Abuse/Neglect Central Register;
 - ❖ Nebraska Adult Protective Services Central Registry; and
 - ❖ Nebraska State Patrol Sex Offender Registry
 - “Report of Law Enforcement Contact” or “Felony/Misdemeanor Statement”; and
 - A written schedule that includes the hours and days of the week the individual serves as a volunteer.